10 Things Your Agency Can Do to Improve Compliance with Section 508

1. **Demonstrate leadership.** Demonstrate leadership commitment to making Section 508 a success—in words and actions. Clearly delineate responsibility for compliance and clearly define functional roles.
2. **Use a standard process.** Standardize the process you use for each acquisition. Ensure it produces consistent, complete documentation sufficient to demonstrate due diligence to Section 508 considerations. The Buy Accessible Wizard provides a standardized compliance process and is available at www.buyaccessible.gov.
3. **Put first things first.** Make accessibility part of Acquisition Planning. Accessibility starts at the beginning; it's not an "add on" feature.
4. **Maximize market research.** Provide access to consistent sources of vendor-supplied accessibility information about the commercial availability of accessible E&IT products and services prior to solicitation. Encourage vendors to register their products and services with the Buy Accessible Data Center available at www.buyaccessible.gov.
5. **Tailor your solicitations.** Ensure there is specific Section 508 language in each solicitation that includes E&IT. Include the applicable provisions, criteria, and requirements from the Access Board Standard and the FAR.
6. **Require accessibility information.** Make product/service accessibility information from vendors a required part of vendor proposal submissions.
7. **Consider accessibility in source selections.** Make sure you consider specific accessibility factors when making source selection decisions. Document these evaluation criteria in the solicitation.
8. **Inspect what you expect to accept.** Hold the vendor accountable for their accessibility claims. Use accepted accessibility test methods to review deliverables to verify they meet accessibility requirements. Review websites you manage and verify that they meet accessibility standards.
9. **Document and audit.** Make sure documentation is clear and covers all steps in the acquisition process. Conduct periodic audits of this documentation to make sure your agency is in compliance.
10. **Maintain awareness: Keep it fresh and get free help.** Maintain an active plan to communicate Section 508 responsibilities throughout the agency. Make education and awareness on-going activities. Use all resources available. In addition to your in-house expert resources, resources and training courses are available on line at www.section508.gov.

Need more tips? Do you want to implement a "process" that is ready to use right away? Contact us at section.508@gsa.gov (email) or 202-501-4906.